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Please Check Your Account...A Request for Your Cooperation from the Certified Public Accountant

American Institute of Accountants

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PLEASE CHECK Your Account

*A Request
for Your Cooperation
from the
Certified Public Accountant*



Public Information Series
American Institute of Accountants
13 East Forty-first Street
New York, N. Y.

FROM time to time you receive, from concerns from which you buy, statements of your account, with a request (1) that you advise the certified public accountant, acting as independent auditor, whether or not the balance shown is correct, or (2) that you advise the auditor only if you believe the balance is incorrect.

These requests are not an indirect way of urging you to make payment. The certified public accountant is neither a bill collector nor a credit man.

He is an independent auditor, who is checking the books of the concern with which you do business to find out whether the accounts are stated as they should be.

The best way he can learn whether or not the books correctly state your outstanding account is by *checking with you*.

By cooperating with the auditor in meeting the request—

You protect yourself against a misstatement of your account in the company's records which might

later cause you annoyance or embarrassment.

You protect the stockholders by affording means of informing them as to the condition of the books and records of the company.

You protect employees of the company by furnishing evidence that they have kept the accounts accurately.

Your Cooperation is a Public Service

Accounts receivable are often a large part of a company's assets. Banks which lend the company money, stockholders who own the company, investors who may buy its securities, want the opinion of an independent certified public accountant on the company's financial statements, which include accounts receivable.

The certified public accountant's job is to get at the facts, and in this he needs your help. By cooperating, you will help the company maintain a sound credit standing and aid the orderly conduct of business.

Your cooperation will also be appreciated by the national organization of certified public accountants, the American Institute of Accountants, which publishes this leaflet in the interest of sound auditing procedure—for the benefit of all concerned.

The American Institute of Accountants
13 East Forty-first Street
New York, N. Y.

With few exceptions, "confirmation of notes and accounts receivable by direct communication with debtors shall be regarded as generally accepted auditing procedure in the examination of the accounts of a concern whose financial statements are accompanied by an independent certified public accountant's report."

EXTENSIONS OF
AUDITING PROCEDURE, 1939

American Institute of Accountants